

**HINDS COMMUNITY COLLEGE  
BIDDERS INFORMATION PACKET**

CNC Mill

**Bid # 3193**



**Sam Lemonis, CPPB  
Director of Purchasing**

**UN-Priced Offers Due: Tuesday, February 18, 2020 at 3:00 pm**

**Reverse Auction: Wednesday, February 26 2020 at 2:00 pm**

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Company Name

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Hinds Community College  
Purchasing Office  
608 Hinds Blvd.  
D.G. "Sonny" Fountain Hall, room 208  
P.O. Box 1100  
Raymond, MS 39154  
P 601-857-3204  
F 601-857-3566  
[splemonis@hindscc.edu](mailto:splemonis@hindscc.edu)

# INTRODUCTION

This equipment will be used to train students of Hinds community college in principles of CNC machining imbedded into the Electro-Mechanical, Precision Machining, and Mechatronics CTE programs. This equipment will also be used for workforce training and short term programs as requested by industry. The equipment will allow the Hinds County community to train on industry standard equipment to build a skilled workforce.

**This bid is for a CNC Mill. Delivery, layout support, installation and start up shall be included in your proposal. A minimum of ten (10) instructor training events and industry certifications are required for each element. Nationally recognized industry certifications shall be available to students through Hind CC Instructors at no cost. Training equipment shall be constructed and equipped with industry grade, brand recognized components. Learning management system to include online, digital, and hard copy curriculum, unlimited use for a minimum of five (5) years at no cost. There shall be no recurring license fees on programs or equipment. If you are bidding an alternate, you must provide product literature and potentially demonstrations that prove it is equivalent. That determination is solely the responsibility of Hinds Community College.**

The bid process is now two steps. (You will find instructions later in this document) If you qualify, you will be invited to take part in a Reverse Auction on Wednesday, February 26, 2020 at 2:00pm CST.

Using manufacturer's specifications is for the purpose of establishing quality standards and not to exclude the products of other manufacturers whose products meet or exceed specifications.

Determination of equality is solely Hinds Community College's responsibility.

**Please note the College will be utilizing the reverse auction process for this purchase. All instructions are provided within our bid packet. As we go through the bid process please direct any questions you may have to the Purchasing Office.** It is our intent that this process will be a positive experience for every vendor willing to put time and resources into this bid. We appreciate you and look forward to working with you during the bid process.

## NOTICE TO BIDDERS

**Hinds Community College will receive bids for a CNC Mill in the following manner:**

**BID NO: 3193 CNC Mill**

**Un-priced** bid proposals will be accepted until 3:00 p.m. CST on Tuesday, February 18, 2020, online at <https://www.centrauctionhouse.com/rfpc10382-hinds-community-college--ms.html> Submissions will be evaluated and qualified vendors will be invited to submit priced bids via reverse auction. For any questions relating to the reverse auction process, please call Central Bidding at 225-810-4814.

Bidding will be held by online reverse auction on Wednesday, February 26, 2020 from 2:00 p.m. CST until 2:30 p.m. CST.

Specifications and procedures are available by registering on the Central Bidding website, <https://www.centrauctionhouse.com/rfpc10382-hinds-community-college--ms.html> All bids must comply with the specifications provided. Hinds Community College reserves the right to amend the specifications, as necessary, and agrees to notify all having requested bid packets via addendum.

Hinds Community College reserves the right to extend the auction date if necessary to complete the pre-qualification process.

Hinds Community College reserves the right to reject any and all bids and waive any informalities.

SUBMITTED: THE JACKSON ADVOCATE

FOR PUBLICATION ON: Thursday, January 30, 2020  
Thursday, February 6, 2020

Hinds Community College  
Purchasing Office  
608 Hinds Blvd. (P.O. Box 1100)  
Raymond, MS 39154

## **Invitation to Bid**

**Bid Name: CNC Mill**

**BID NUMBER: 3193**

**Un-Priced Bid Proposals Due: Tuesday, February 18, 2020 at 3:00 p.m. CST**

**Reverse Auction: Wednesday February 26, 2020 from 2:00 p.m. until 2:30 p.m. CST**

It is agreed by the undersigned bidder that this signature submission of this bid represents the bidder's acceptance and compliance of all terms, conditions, and requirements of all bid documents contained herein.

Bidders must comply with all instructions contained within this packet. Contact the Hinds Community College Purchasing Office with any questions or concerns.

Hinds Community College is seeking bids for **CNC Mill**. It is the intent of the College to award the bid to the most responsive and responsible bidder.

**Bidders are required to submit their completed bid packet without pricing no later than 3:00 p.m. CST on Tuesday, February 18, 2020.** This may be submitted in the following way:

- Electronic submission via [www.centralbidding.com](http://www.centralbidding.com)

*Qualified bidders are required to submit their pricing via online reverse auction with Central Bidding:*

# BID CALENDAR

Bid Number 3193

Bid Publication	January 30, 2020
Bid Publication	February 6, 2020
Un-Priced Proposals Due	February 18, 2020
Notification of Invitation to Bid (based on bid acceptance)	February 19-20, 2020
Reverse Auction Bidding	February 26, 2020
Recommendation to Board	March 4, 2020

## GENERAL TERMS AND CONDITIONS OF BIDDING

**Authorized Signatures:** The bid must be executed personally by the vendor, a duly authorized partner of the partnership, or a duly authorized officer of the corporation. If executed by an agent, a power of attorney or other evidence of authority to act on behalf of the vendor shall accompany the bid to become a valid bid.

**Public Bid Opening:** Bidders are invited to participate in the bidding process via electronic submission (unpriced offers) and reverse auction. Bidders should note that prior approval of technical offers (without the pricing) is required to participate in the reverse auction. Bidders coming to the Purchasing Office will be provided, if needed, access to technology and technical assistance in submitting their bids and any subsequent bids in the auction. The College requires that any bidder participating in the auction by way of a College provided access terminal, and who requires technical assistance shall arrive not less than forty-five (45) minutes prior to the start of the reverse auction. The College reserves the right to delay the start of the auction.

**Withdrawal of Bids Prior to Bid Opening:** A bid may be withdrawn before the opening date by submitting a written request to the Purchasing Department. If time allows the bidder may submit a new bid. Bidder assumes full responsibility for submitting a new bid before specified bid time. The College reserves the right to withdraw a request for bids before the opening date.

**Withdrawal of Bids After Bid Opening:** Bidder agrees that its offer may not be withdrawn or cancelled by the vendor for a period of ninety (90) days following the date and time designated for the receipt of bids unless otherwise stated in the bid and/or specifications.

**Public Review of Bid Documents:** Bidders are encouraged to inspect all bid documents after the Purchasing Office has completed the bid documents qualification process and prior to the auction.

**Bid Amounts:** The College will correct any price errors. Any ambiguity in the bid as a result of omission, error, unintelligible wording shall be interpreted in the favor of Hinds Community College. Should the indicated sum of the separate bid items on the bid sheet differ from the correct sum, the correct sum shall be considered in awarding the bid.

**Descriptions:** Where manufacturer's detailed names and/or models are described, it is for the purpose of establishing quality standards and not to exclude the products of other manufacturers whose products meet or exceed specifications.

**Equals:** Hinds Community College reserves the right to define equals, to reject any and all bids, to adjust quantities and to waive any and all informalities. Determination of equality is solely Hinds Community College's responsibility.

**Bid Alterations:** Bids cannot be altered or amended after submission deadline. Any interlineations, alterations, or erasures made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

**Tax Exempt Status:** Hinds Community College is exempt from tax. The bid price shall not include any taxes.

**Quantities:** Quantities indicated are estimated quantities only and are not a commitment to purchase.

**Bid Award:** Award of contract shall be made to the most responsible, responsive bidder, whose offer is determined to be the best value, taking into consideration the relative importance of price. Hinds Community College reserves the right to accept or reject in part or in whole any bid submitted, and to waive any technicalities or informalities for the best interest of the College. The College reserves the right to award based upon, individual line items, sections or total bid. Bidders are encouraged to bid every item. Bidders who submit bids for categories or individual items will be considered if their bid price proves to create an advantage worth splitting the order. The College reserves the right to waive all technical errors in the bids and to accept or reject any or all bids. No award will automatically result from a reverse auction. The College will review all bid results prior to making a decision.

**Responsible Standing of Bidder:** To be considered for award, bidder must at least, have the ability to obtain adequate financial resources, be able to comply with required or proposed delivery/completion schedule, have a satisfactory record of performance; have a satisfactory record of integrity and ethics, and be otherwise qualified and eligible to receive award.

**Proprietary Data:** Bidder may, by written request, indicate as confidential any portion(s) of a bid that contain proprietary information, including manufacturing and/or design processes exclusive to the vendor. The College will protect from public disclosure such portions of a bid, unless directed otherwise by legal authority, including existing Open Records Acts.

**Delivery Charges:** All delivery and freight charges, F.O.B. destination shown on a Hinds Community College purchase order, as necessary **are to be included in the bid price. Training is to be included. Please include all warranty information with your documents. The College intends for this to be a turnkey project.**

**Samples, Demonstrations and Testing:** At the Colleges request and direction, bidder shall provide product samples and/or testing of items bid to ensure compliance with specifications. Sample, demonstrations and/or testing may be requested at any point prior to or following bid award. Samples, demonstrations and/or testing may be requested upon delivery and/or any point during the term of resulting contract. All samples (including return thereof), demonstrations, and/or resting shall be at the expense of the bidder/vendor.

**Purchase Orders:** A purchase order(s) shall be generated by the Hinds Community College Purchasing Office to the successful vendor. The purchase order number must appear on all itemized invoices and packing slips. The College will not be held responsible for any work orders placed and/or performed without a valid current purchase order number. Payment will be made for all services rendered and accepted by the College for which a valid invoice has been received or that are in compliance with purchase laws of the State of Mississippi. No payment will be made until an order is complete.

**Invoices:** All invoices shall reference the purchase order number. Invoices shall reference the bid item number or a detailed description for each item invoiced. Payment will be made under terms of the laws of the State of Mississippi.

**Contract Definition:** The General Conditions of Bidding, Specifications, including any addenda thereto, and any other

documents made a part of this bid shall constitute the complete bid. This bid, when duly accepted by the College, shall constitute a contract equally binding between the successful bidder and Hinds Community College, and the awarded vendor shall execute a contract incorporating the terms and provisions of the complete bid, and which is consistent with the complete bid. When the successful bidder's contract contradicts the provisions of the complete bid, the College's bid will override the contract. Once a contract is awarded, the prices offered by the successful bidder shall remain firm for the term of the contract. Contract shall commence upon approval by the Hinds Community College Board of Trustees, unless otherwise stated in the contract.

**Contract Agreement:** Once a contract is awarded, the unit prices offered by the successful bidder shall remain firm for the term of the contract. Contract shall commence upon approval by the Hinds Community College Board of Trustees and continue until the project is complete.

**Change Order:** No different or additional terms will become part of this contract with the exception of a change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and at the discretion and approval of Hinds Community College and in accordance with the laws of the State of Mississippi.

**Termination of Default:** Hinds Community College reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be the best interest of the College in the event of breach or default of this contract. Hinds Community College reserves the right to terminate the contract immediately in the event the vendor fails to perform to the terms of specifications or fails to comply with the terms of this contract. Breach of contract or default authorizes the county to award to another vendor.

**Sale, Assignment, or Transfer of Contract:** The successful vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Hinds Community College.

**Signature on all bid documents certifies:** The submission of the offer did not involve collusion or other anti-competitive practices. The bidder has not given, offered to give, nor intends to give at any time here-after any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to any public servant in connection with the submitted offer. The bidder hereby certifies that the individual signing the bid is an authorized agent for the bidder and has the authority to bind the bidder to the contract.

**Notice:** Hinds Community College is a political subdivision of the State of Mississippi and Mississippi law establishes a duty for those contracting with a Mississippi public entity to see to it that the provisions of the contract are legal and enforceable. Any party contracting with Hinds Community College is obligated to verify, through independent legal counsel, whether all provisions of their contract are enforceable as to Hinds Community College. Notice is given that, by law, Hinds Community College will not be bound to any provision of a contract to which a Mississippi public entity cannot legally contract for.

By way of example, a public entity cannot contract for binding arbitration, waiver of its right to a jury trial, holding another harmless, providing indemnification, limiting third party liability, waiving counterclaims, agreeing to application of foreign or agreeing to venue outside of Mississippi. In executing any contract Hinds Community College does not waive any rights it may have to object to, contest, or refuse to comply with any provision of any contract that is impermissible by operations of the laws of the State of Mississippi."

## **INSTRUCTIONS TO BIDDERS/SPECIFICATIONS**

**In 2017 Mississippi passed legislation requiring government bidding to be conducted by reverse auction. Hinds Community College is required to follow these laws.**

**REVERSE AUCTION DEFINITION:** Process allowing several vendors to compete for the right to sell goods or services to a buyer. Competing vendors can see the price of their competitors and lower their price to compete for the sale.

**The process is twofold:**

- 1. Bidders will submit their un-priced “technical” offer by the deadline given. Brochures, and literature shall be submitted so the College can easily determine if the vendor is qualified to take part in the reverse auction on a later date.**
- 2. The Purchasing Office will review all submissions for compliance to specifications. Qualified bidders will be notified regarding their status upon review. Acceptance indicates all specifications were met. Unacceptable indicates the proposal does not meet all specifications and will not be considered for the reverse auction. Acceptable offers will be extended an invitation to participate in the reverse auction.**

**The reverse auction is conducted online through the website of a contracted vendor specializing in reverse auctions. This company trains all vendors on how to use their website to submit their pricing upon registration of the bid and prior to the start of the auction process. This bidding technique offers bidders the opportunity to understand their bidding position in real time and allows them the ability to adjust their pricing accordingly. Adjustments can continue to be made until the end of the auction period. By pre-qualifying the technical submissions, all bidders will have the assurance that they are competing with other qualified submissions.**

**ELECTRONIC SUBMITTALS DEFINITION:** Secure electronic system for submittal of bids.

**Electronic submission provides a way for bidders to submit their un-priced proposals without the need for printing, mailing or hand delivery of bid packets to the College. All documents are uploaded to the contracted vendor’s website and transmitted to the College.**

# CNC Mill Specifications

## EMCO CNC MILL Model 55 or Equivalent

The compact CNC mill provides high quality parts and interchangeable control with both Siemens and Fanuc 31 required. The unique concept of the interchangeable control can be fitted in the machine. The user is trained on all CNC industry controls that are common on the market. The conversion to another control system is carried out within a minute by calling up the respective software and simply replacing the control specific keyboard module. Shall also offer Siemens CNC certification for no charge and no annual cost. Automatic door opener. **OTY 1 simulator** with both Fanuc and Siemens software for interchangeable controls. Must have integration capabilities to Mechatronics and robot units.

Compact CNC desktop Milling machine

- High-resolution axis motors
- Automatic 8 station tool turret
- Infinitely adjustable main drive
- Engraving Spindle Facility
- NC dividing unit as an optional fourth axis
- Robotic interface for integration into FFS/CIM systems
- Safety technology according to the latest lathes standard

Specifications

- Travel in X/Y/Z: 190/140/260 mm
- Distance spindle nose: 77 - 337 mm
- Number of axes: 3rd (4th axis optionally)
- Rapid motion speeds in X/Y/Z: 2 m/min
- Work feed X/Y/Z: 0-2 m/min
- Feed force in X/Y/Z: 800/800/1000 N
- Clamping area: 420 x 125 mm
- Max. table load: 10 kg
- Tool holder: EMCO similar SK30
- Number of tools: 8
- Max. speed: 3500 rpm
- Max. torque: 3.7 Nm
- Dimensions (LxWxH): 980 x 960 x 1000 mm
- Machine weight: 220 kg

Mill shall come with mobile base, industrial casters and integrated monitor mount-(LxWxH) 38.5x37x39

# Conditions

1. The College accepts no responsibility for any expenses incurred by any bidder to participate in this process. Such expenses are to be borne exclusively by the bidders.
2. Vendors are encouraged to read all information contained in this bid packet. All bidders are required to complete and return the provided bid documents. All requests for response shall be completed and returned. Do not leave any blank unanswered. Please note the company name on each page where indicated. Failure to comply with instructions contained herein may be cause for the College to reject your bid. Only the format and documents included with this bid packet will be accepted as compliant for the submitted bid. Failure to completely complete all required attachments may result in disqualification.
3. Hinds Community College reserves the right to reject all bids and re-bid or award in part. The College accepts no responsibility for any expenses incurred by any bidder to participate in this process. Such expenses are to be borne exclusively by the bidders.
4. The College reserves the right to reject any and all proposals. The bidder recognizes that the College will consider all aspects of the bid proposals including, but not limited to, price, ability to perform work, references, past history with Hinds Community College, etc. In addition, the bidder recognizes the right of the College to reject a proposal if the bidder failed to furnish any required submittals on the date required by the proposal documents, or if any bid is in any way incomplete or irregular. Hence the Board of Trustees may award the bid to other than the lowest bidder if in the judgment of the Board of Trustees the interest of the College will be best served by another award. However, such judgment will be based on the circumstances mentioned or other similar conditions, if any.
5. Whenever the term “owner”, “College”, or “Hinds Community College” occur in these specifications, it shall mean Hinds Community College, a political subdivision of the State of Mississippi acting through the Hinds Community College Board of Trustees. Whenever the term “firm/company”, “provider”, “vendor”, “bidder”, “proposer” or “contractor” is used, it shall mean the bidder.
6. Final award of the bid is contingent upon vote of the Board of Trustees.
7. Written specifications, bid package documents, and any addenda will be the basis of the bid award in accordance with Mississippi State Laws. Any significant clarifications will be handled by addenda to all vendors.
8. Whenever work or responsibilities are described in these specifications, it shall mean any work necessary to accomplish the scope of services and other descriptions of service.
9. Each bidder, by submitting a bid, represents that he/she has read and understand the bid documents.
10. The successful bidder shall comply with all State, Federal and Local laws and/or regulations.
11. Bidders needing clarifications should fax or email questions as soon as possible. All questions must be sent prior to noon on Thursday, **January 30, 2020**, unless unavoidable to avoid changing the bid response date according to MS State Code 31-7-13. Only questions which change the scope of the bid documents will be considered for addendum. Addenda will be sent to all bidders, if or when necessary until two working days prior to the bid openings. Any addenda necessary within two working days of the bid opening will require the bid date to be set back to a date not less than five (5) working days after the date of the last addendum, according to Mississippi Code 31-7-13. For that reason, bidders are encouraged to investigate this bid and ask questions within the first week of receiving the bid.

Refer all questions in writing to: Purchasing Office  
608 Hinds Blvd  
D.G. "Sonny" Fountain Hall, room 208  
P.O. Box 1100  
Raymond, MS 39154  
PHONE: 601-857-3204  
FAX: 601-857-3566  
EMAIL: [splemonis@hindsgcc.edu](mailto:splemonis@hindsgcc.edu)

12. All addenda are to be acknowledged and submitted with the bid response.
13. The bid package shall be considered to be one bid document and all aspects of every part of the bid document shall be considered as defining the responsibility of the bidder.
14. Awarded bidders must present a Certificate of Insurance meeting stated requirements within ten (10) days of award by the College. (If requested)
15. Any bidder finding discrepancies in or omissions from this bid packet, or in doubt as to the true meaning of a particular requirement, shall request clarification or correction by contacting the Purchasing Office as directed above. Deadline restrictions above will apply.
16. The College does not intend to prevent any vendor from qualifying for participation in the bid process. Bidders are encouraged to make the Purchasing Office aware of any concerns regarding the specification requirements. Bidders are encouraged to investigate this bid and ask questions within the first week of receiving the bid.
17. **On the un-priced, technical offers due February 18, 2020 at 3:00pm CST, you shall provide literature and specifications of the model(s) you intend to offer.**

**HINDS COMMUNITY COLLEGE**

Purchasing Office  
608 Hinds Blvd.  
P.O. Box 1100  
Raymond, MS 39154

**UN-PRICED OFFER FOR PRE-QUALIFICATION**

**Bid Name: CNC Mill**

**Bid Number: 3193**

**Unpriced Bid Proposals Due: Tuesday, February 18, 2020, 3:00 pm CST**

**Reverse Auction Date: Wednesday, February 26, 2020, 2:00 pm CST until 2:30 pm CST**

**NAME OF BIDDER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**CONTACT PERSON FOR THIS BID:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ORDERING CONTACT PERSON FOR THIS BID:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

It is agreed by the undersigned bidder that this signature submission of this bid represents the bidder's acceptance and compliance of all terms, conditions, and requirements of all bid documents.

Our company intends to participate in the reverse auction/bid process: \_\_\_\_\_ YES \_\_\_\_\_ NO

If your response is YES, where will you participate? \_\_\_\_\_ Location of my choosing  
\_\_\_\_\_ HCC Purchasing Office

Does your company intend to use College Computers during the auction? \_\_\_\_\_ YES \_\_\_\_\_ NO  
(The college is required to provide a computer if the vendor doesn't have access)

Bidders participating at the Purchasing Office are required to complete and return the Authorization of Representation for Reverse Auction Bidding.

Acknowledgement of Addendums:

Addendum 1: \_\_\_\_\_ Addendum 2: \_\_\_\_\_ Addendum 3: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

**AUTHORIZATION OF REPRESENTATION FOR REVERSE AUCTION BIDDING**

**CNC Mill**

Bid Number: 3193

Reverse Auction: Wednesday, February 26, 2020, 2:00 pm CST until 2:30 pm CST

COMPANY: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

This is to confirm that \_\_\_\_\_ has authority to represent our company for the purpose of submitting bid(s) for the **CNC Mill**, Bid number 3193.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Printed Name**

Date: \_\_\_\_\_

**Failure to return this form with your bid submission will indicate to the Purchasing Office that the bidder will NOT be participating in the auction.**

